

U.S. Mission - American Embassy Madrid, Spain

VACANCY ANNOUNCEMENT

No. 6-17	CONSULAR CLERK (ACS UNIT) – TWO POSITIONS – TEMPORARY	March 16, 2017
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OPEN TO: All Interested Candidates (as defined below)
OPENING DATE: March 16, 2017
CLOSING DATE: March 30, 2017
WORK HOURS : Full-time (40 hours per week)
SALARY: Ordinarily Resident (OR): FSN-5: 26,344€ p.a.
Not-Ordinarily Resident (NOR): FP-9: *\$33,700 p.a.
*Final grade/step for NORs will be determined by Washington

Please note that this position may be subject to the United States Government hiring freeze and is contingent on the availability of funds

EMPLOYMENT LENGTH: This position is temporary and will not exceed 5/6 months from hire date

ALL ORDINARILY RESIDENT (OR) APPLICANTS (See Appendix for definition) MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Mission in Madrid is seeking two eligible and qualified applicants for the temporary position (about 5/6 months) of **CONSULAR CLERK** in the American Citizen Services (ACS) Unit of the Consular Section.

BASIC FUNCTION OF POSITION

Serves the public taking in applications and answering basic procedural questions regarding passport and Consular Reports of Birth Abroad (CRBA) matters. Performs production work, including reviewing applications for completeness, performing data entry, capturing photos, taking electronic fingerprints, scanning documents, printing passports and performing quality assurance. Takes in mail, distributes to appropriate boxes and takes mail to mail room. Assists with filing and archive systems for applications. Arranges shipping permanent records to the U.S. for storage in accordance with U.S. regulations and specifications. Performs other duties as needed.

QUALIFICATIONS REQUIRED

Applicants must address each required qualification listed below with specific information supporting each item. Failure to do so may result in a determination that the applicant is not qualified.

1. Education: High school diploma.
2. Experience: One year of Consular experience.

3. Language Proficiency: Level 3 (good working knowledge) of English and Spanish speaking/reading/writing. This will be tested.
4. Skills and abilities: Must be able to prepare basic word processing documents in Spanish and English.
5. Must be able to perform data entry into a database program accurately. Must have the ability to learn new computer software. This will be tested.
6. Job Knowledge: Knowledge of Microsoft Office: Word, Outlook, Excel and of the internet.

FOR FURTHER INFORMATION: The complete position description listing all the duties and responsibilities may be obtained on our website (<http://madrid.usembassy.gov/about-us/embassy-info/job-opportunities.html>)

HIRING PREFERENCE SELECTION PROCESS: When qualified, applicants in the following hiring preference categories are extended a hiring preference in the order listed below. Therefore, it is essential that these applicants accurately describe their status on the application. Failure to do so may result in a determination that the applicant is not eligible for a hiring preference.

HIRING PREFERENCE ORDER:

1. AEFM / USEFM who is a preference-eligible U.S. Veteran*
2. AEFM / USEFM
3. FS on LWOP**

* **IMPORTANT:** Applicants who claim status as a preference-eligible U.S. Veteran must submit a copy of the most recent Member Copy Four (4) of the DD-214, Certificate of Release or Discharge from Active Duty, and, if applicable, a letter from the U.S. Department of Veterans Affairs. If claiming conditional eligibility for U.S. Veteran's preference, applicants must submit proof of conditional eligibility. If the written documentation confirming eligibility is not received in the HR Office by the closing date of the vacancy announcement, the U.S. Veterans' preference will not be considered in the application process. Mission HR's decision on eligibility for U.S. Veterans' preference after reviewing all required documentation is final.

** This level of preference applies to all Foreign Service employees on LWOP.

ADDITIONAL SELECTION CRITERIA

1. Management may consider any of the following when determining successful candidacy: nepotism, conflicts of interest, budget and residency status.
2. Current OR employees serving a probationary period are not eligible to apply. Current OR employees with a MBC rating below 100 points on their most recent Employee Performance Report (EPR) are not eligible to apply.
3. Current NOR employees hired on a Family Member Appointment (FMA) or a Personal Services Agreement (PSA) are not eligible to apply within the first 90 calendar days of their employment unless they have a When Actually Employed (WAE) work schedule.

4. The candidate must be able to obtain and hold the following: local security certification.

HOW TO APPLY: Applicants must submit the following documents to be considered. Failure to do so may result in a determination that the applicant is not qualified.

1. Universal Application for Employment (UAE) (Form DS-174), which is available on our website (<http://madrid.usembassy.gov/about-us/embassy-info/job-opportunities.html>)
2. Any additional documentation that supports or addresses the requirements listed above (e.g. transcripts, degrees, etc.)
3. **US Citizens and, where applicable, others residing in Spain must submit, with each application, a photocopy of their work/residency permit.**

WHERE TO APPLY:

E-mail Address: Madrid_HR_Applications@state.gov

NOTE: Due to the high volume of applications received, we will only contact applicants who are being considered.
Thank you for your understanding.

EQUAL EMPLOYMENT OPPORTUNITY: The U.S. Mission provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs. The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices and/or courts for relief.

DEFINITIONS

1. **Eligible Family Member (EFM):** An EFM for employment purposes is an individual who meets **all** of the following criteria:
 - U.S. Citizen or not a U.S. Citizen; **and**
 - Spouse or same-sex domestic partner (as defined by 3 FAM 1610); **or**
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support; **or**
 - Parent (including stepparents and legally adoptive parents) of employee, spouse, or same-sex domestic partner, when such parent is at least 51 percent dependent on the employee for support; **or**
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, spouse, or same-sex domestic partner when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support, **and**
 - Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned

to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan;
and

- Is under chief of mission authority

2. **U.S. Citizen Eligible Family Member (USEFM)**: A USEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. Citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed in the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an office of the American Institute in Taiwan; and resides at the sponsoring employee's post of assignment abroad, or as appropriate, at an office of the American Institute in Taiwan; and is under chief of mission authority; **or**
- Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232; **or**
- Currently receives a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service

3. **Appointment Eligible Family Member (AEFM)**: An AEFM for employment purposes is an individual who meets **all** of the following criteria:

- U.S. citizen; **and**
- Spouse same-sex domestic partner (as defined in 3 FAM 1610) of the sponsoring employee; **or**
- Child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Listed on the travel orders or approved Form OF-126 of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad or, as appropriate, at an Office of the American Institute in Taiwan (AIT); **and**
- Is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, at an Office of the American Institute in Taiwan; **and**
- Does **NOT** currently receive a U.S. Government retirement annuity or pension from a career in the U.S. Foreign Service or Civil Service.

4. **Member of Household (MOH)**: An individual who accompanies or joins a sponsoring employee, i.e., sponsor is a direct-hire employee under chief of mission authority, either Foreign Service, Civil Service or uniformed service member who is permanently assigned to or stationed at a U.S. mission, or at an office of the American Institute in Taiwan. A MOH is and individual who meets the following criteria:

- Not an EFM and therefore not on the travel orders or approved through form OF-126 Foreign Service Residence and Dependency Report of the sponsoring employee; **and**
- Officially declared by the sponsoring U.S. Government employee to the chief of mission (COM) as part of his/her household and approved by the COM; **and**
- Is a parent, grandparent, grandchild, unmarried partner, adult child, foreign born child in the process of being adopted, father, mother, brother, sister, father-in-law, mother-in-law, son-in-

law, daughter-in-law, brother in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half-sister who falls outside the Department's current definition of Eligible Family Member 14 FAM 511.3. A MOH may or may not be a U.S. Citizen

5. **Not-Ordinarily Resident (NOR)**: An individual who meets the following criteria:

- An EFM, USEFM OR AEFM of a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed abroad, or as appropriate, at an office of the American Institute in Taiwan; or
- Has diplomatic privileges and immunities; and
- Is eligible for compensation under the under the FS or GS salary schedule; and
- Has a U.S. Social Security Number (SSN); and
- Is not a citizen of the host country; and
- Does not ordinarily reside in the host country; and
- Is not subject to host country employment and tax laws.

6. **Ordinarily Resident (OR)**: An individual who meets the following criteria:

- A citizen of the host country; or
- A non-citizen of the host country (including a U.S. citizen or a third country national) who is locally resident and has a legal and/or who is a holder of a non-diplomatic visa/work and/or residency permit; and/or
- Is subject to host country employment and tax laws

CLOSING DATE FOR THIS POSITION: March 30, 2017